

# **OCCUPANTS EMERGENCY EVACUATION PLAN**

**AGENCY:        LOAN SERVICING AND PROPERTY MANAGEMENT  
                 DIVISION  
                 FARM SERVICE AGENCY  
                 UNITED STATES DEPARTMENT OF AGRICULTURE**

**LOCATION:       SUITE 500  
                 THE PORTALS  
                 1250 MARYLAND AVENUE, S. W.  
                 WASHINGTON, D. C. 20024  
                 GSA BUILDING NUMBER: 80570**

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## **EMERGENCY PHONE NUMBERS & PROCEDURES FOR BOMB THREATS AND FIRE**

- 1. Call 911 to notify proper authorities.**
- 2. Call Republic Properties Building Management (202) 863-4048, so they can activate the alarm to alert other tenants of the emergency.**
- 3. Call the Federal Protective Service (202) 708-1111.**
- 4. Notify co-workers of the specific emergency, so they can evacuate the building and proceed to the designated assembly area.**

## **LSPMD EVACUATION TEAM ROLES AND RESPONSIBILITIES**

1. Division Monitor: **Mel Thompson, office # 510, phone # 720-7862**  
**Backup Monitor: Joe Pruss, office # 510, phone # 690-2854**
  - a. Assists the Designated Official. Maintains communication with Command Center during an emergency; provides progress reports on evacuation; notifies Command Center when floor is completely cleared.
  - b. Designates exact boundaries of floor areas and assigns responsibilities for these areas.
  - c. Makes necessary changes in floor organization with the approval of the Floor Team and Occupant Emergency Coordinators.
  - d. Informs employees on the orderly flow of persons during fire drills and emergencies along prescribed routes, including orderly exit from the building at the first floor or ground floor.
  - e. Ensures that all persons have vacated the Division at the assembly point.
2. Division Team:
  - a. Branch Monitors:
    - Direct Loan Servicing Branch:
      - Monitor: Mike Cumpton, office # 512, phone # 690-4014
      - Backup monitor: Mary Durkin, office # 525, phone # 720-1658
    - Guaranteed Loan Servicing Branch:
      - Monitor: Mel Thompson, office # 510, phone # 720-7862
      - Backup monitor: Joe Pruss, office # 510, phone # 690-2854
  - (1) Notifies Floor Monitor when each area has been completely cleared.
  - (2) Ensures that evacuation routes are clearly identified and made known to occupants.
  - (3) Directs orderly flow of persons during drills and emergencies, along the prescribed evacuation routes.
  - (4) Ensures that area is completely vacated, when required.
  - (5) Ensures that doors are closed, lights are on, and electrical appliances are off during fire evacuations
  - (6) Ensures that doors are left open and lights are on during bomb threat evacuations.
  - (7) Supervises "Stairwell Monitors" and "Monitors for the Handicapped"; maintains list of handicapped persons, providing revisions to the "Floor Monitor". **(List should include name, telephone extension, room number, and type of handicap.)**
- b. Stairwell Monitors: ( this function will be performed by the branch monitors)
  - (1) Supports the "Area Monitor".
  - (2) **If evacuating because of a bomb threat, searches stairwell.**
  - (3) Controls movement of persons on stairways, keeping them in single file and moving steadily at a walking pace; instructs persons to grasp handrails.
  - (4) Keeps door open to stairway until the area/wing is clear.
  - (5) Restricts and monitors use of stairwells and escalators as necessary.

(6) Assigns “Monitors for the Handicapped”, *one per handicapped person*.

**c. Elevator Monitors: (this function will be performed by the branch monitors)**

- (1) Assists “Area Monitors”, who report to the “Floor Monitor”.
- (2) If emergency personnel are arriving by elevator, meets them and directs them to the scene of the emergency.
- (3) Assists disabled persons from their workplace to the elevator, down, and out of the building. If elevator cannot be used, assists disabled persons to an area adjacent to the nearest safe stairway and get or await help.

**d. Monitor for the Disabled: Each branch is responsible for their own colleagues. The “Branch Monitors” and “Supervisors” should be responsible for their workers.**

- (1) Ensures that disabled personnel are evacuated.
- (2) Ensures that all disabled personnel in area are notified of the necessity to evacuate.
- (3) Ensures that all disabled personnel are evacuated to the stairwell.
- (4) Notifies the “Area Monitor” or “Floor Monitor” that the disabled personnel have been evacuated to the safe area (stairwell, unless otherwise designated).
- (5) Remains in the safe area with the disabled personnel.
- (6) Moves the disabled personnel to a different location if required. If help is needed, call the D. C. Fire Department using the telephone installed in the stairwell.

**DISABLED EMPLOYEES IN SUITE 500**

<b><u>Employee</u></b>	<b><u>Disability</u></b>	<b><u>Phone#</u></b>	<b><u>Partner</u></b>
<b>(NONE AT THIS TIME)</b>			

**WHAT BUILDING OCCUPANTS SHOULD KNOW**

**All Occupants Shall:**

1. Familiarize themselves with the locations of fire extinguisher and fire alarm manual stations.  
**(Refer to Attachment A - Floor Plan.)**
2. Know the locations of the stairwell exits and evacuation assembly points. **Refer to:**

**Attachment A - Floor Plan**

**Attachment C - Fire and Bomb Threat Assembly Areas**

**Attachment D - Portals Assembly Points**

3. Recognize the sound of the fire alarm.

4. Know how to activate the fire alarm. The fire alarm may be activated by pulling down any manual pull station. **(Fire alarm and fire extinguisher are located by stairwell across the hall from the restrooms. There is also a Fire Extinguisher located in the kitchen.)**
5. Know who to call: **(Refer to Emergency Numbers on Front Page)**
6. Proceed directly to the stairwell exit whenever the fire alarm is heard. **STAY TO THE RIGHT OF THE STAIRWAY!!! (Our Stairwell is # 4 located ACROSS HALL FROM RESTROOMS.**
7. Proceed to your designated assembly sight. **(Refer to Attachments C and D).**
8. Remain Calm.
9. Know the members of your evacuation team and their assigned responsibilities. **(Refer to Page 2, Section 2)**
10. Participate in the practice emergency evacuation drills.
11. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

### **FIRE ALARMS**

#### **IF YOUR EXIT ROUTE IS BLOCKED BY SMOKE:**

1. Stay calm, crawl low **in smoke**. The air is easier to breathe near the floor.
12. If trapped in a room, close all the doors between you and the smoke. Seal the cracks around the doors and vents.
13. If possible, open windows slightly at the top and bottom to let fresh air enter.
14. Proceed to a window marked with an **X**, and **signal for the rescuers**. These windows are breakable and will allow the fire department personnel to rescue you from the building. **ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!!** If there is a phone in the room, give the fire department your exact location, even if they are at the scene. **(The X windows in our suite are located in the following offices: 508, 512, 521, 525.)**

#### **IF YOU DISCOVER FIRE:**

##### **You Should:**

1. Sound the fire alarm, no matter how small the fire seems to be.
2. **Call EACH OF the Emergency Numbers. (Refer to Emergency Numbers on Front Page)**
3. Close all doors behind you, especially the door to the burning room.
15. Proceed directly to the exits. **DO NOT USE THE ELEVATORS.**
16. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**

17. Proceed to your designated assembly area. **(Refer to Attachment B)**
18. In all instances, follow the directions of fire and security personnel.
19. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

#### **IF THERE IS FIRE OR SMOKE NEAR YOUR OFFICE:**

1. Sound the fire alarm, no matter how small the fire seems to be.
2. Call each of the Emergency Numbers. (Refer to Emergency Numbers on Front Page) **Don't assume that anyone else has called them. If there is time, call D. C. Fire Department at (202) 342-6390 and repeat the same information.** Tell them the floor, room or suite number, street address, and any other things that can identify the affected area and what you have seen.
3. Before trying to leave the office, place your hand on the door, palm down. If the door feels warm to the touch within five (5) seconds, do not attempt to open as this indicates the presence of a dangerous fire condition in the corridor.
4. ***If you feel that the corridor can be used, alert occupants of other areas on your floor and proceed to the closest exit stairs.*** Be sure to close your door and the stair door behind you. **DO NOT ATTEMPT TO USE THE ELEVATORS.**
5. ***If your door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other places where smoke appears to be entering with wet towels if possible.***
6. ***If some smoke enters your office and you have windows which can be operated,*** open one slightly. In areas having windows which cannot be opened, merely drop to the floor and crawl to the nearest exit.
7. ***If you are not able to leave your area,*** drop to the floor and crawl to a window marked with an **X** and **signal the rescuers.** These windows are breakable and will allow the fire department personnel to rescue you from the building. **ONLY THE FIRE DEPARTMENT PERSONNEL ARE TO BREAK THESE WINDOWS!!** If there is a phone in the room, call the fire department and give your exact location, even if they are at the scene. **(The X windows in our suite are located in the following offices: 508, 512, 521, 525.)**
8. **IN THE EVENT OF A FIRE, AVOID PANIC.**

#### **BOMB THREATS**

1. Pull the fire alarm if imminent threat is perceived.
2. Call each of the Emergency Numbers. **(Refer to Emergency Numbers on Front Page)**
3. Record information about the person calling in the bomb threat on the "Bomb Threat Form".
4. Proceed directly to our designated exit **(Stairwell #4 located across from the restrooms.)** **DO NOT USE THE ELEVATORS.**
5. Go quickly and calmly to the ground floor and exit immediately. **STAY TO THE RIGHT OF THE STAIRWAY!!!**
6. Proceed to the Bomb Threat Assembly Site. **(Refer to Attachments C&D)**
7. In all instances, follow the directions of fire and security personnel.
8. **DO NOT ATTEMPT TO REMOVE YOUR CAR FROM THE PARKING GARAGE OF THE BUILDING!!!!**

## **PORTALS EVACUATION TEAM ROLES AND RESPONSIBILITIES**

### **A. Landlord's Agents**

Personnel designated as the Landlord's agents and responsible for inspecting the facility on a daily basis are:

**Larry Traina , Chief Engineer**  
**Ron Wilkerson - Assistant Chief Engineer**

The engineers check the following on a daily basis:

1. Main fire alarm panel
2. Fire alarm annunciator panels
3. Dry pipe sprinkler room
4. Main electric room
5. Exit lights
6. Fire extinguishers

### **B. Hills Security Service**

The watchman makes daily rounds on all stairway doors. He ensures that all doors are closed, locked and clear of any encumbrances. Doors are checked for proper panic bar operation.

### **C. Evacuation Team**

The Evacuation Team controls all activities related to emergency and evacuation procedures in the Portals Building. Authorization to evacuate the building is the responsibility of the Designated Official (**Federal Protective Services Physical Security Specialist**).

The Northeast Lobby (**1250 ENTRANCE**) is the Evacuation Command Center location. Persons reporting to the Evacuation Command Center and their responsibilities are:

### **D. Designated Official**

#### **Federal Protective Services Physical Security Specialist**

1. The Designated Official will be a Federal Protective Services Physical Security Specialist.
2. Directs the development and implementation of the evacuation plan.
3. Identifies and establishes working relationships with appropriate federal, state, and local agencies.
4. Communicates status of action plan to Director of the Office of Administrative and Management Services and the Assistant Secretary for Administration.

### **E. Building Manager**

Director of Property Services, Republic Properties  
Telephone: (202) 863-0300

1. Ensures that evacuation routes are clearly identified and posted on bulletin boards, corridor intersections, and office exits; and are known to occupants.
2. Provides pertinent information about the building and its operations and maintenance systems.
3. Oversees HVAC, electrical, and computer center operations during evacuation emergencies.
4. Works with the Floor Monitor.
5. Directs the activation of the evacuation alarm systems.
6. Makes recommendations for the use of facilities and equipment.
7. Maintains emergency call list for utilities and hazardous substances contacts.